

DUTY STATEMENT

DFW 242A (REV. 09/28/21)

☐ **PROPOSED**☒ **CURRENT****Department Statement:**

California is one of the most biodiverse places on the planet. As such, the Department of Fish and Wildlife (CDFW) values diverse employees working together to protect nature for all Californians. CDFW is committed to fostering an inclusive work environment where all backgrounds, cultures, and personal experiences can thrive and connect others to our mission.

INSTRUCTIONS: A duty statement and organizational chart must be submitted with each Request for Personnel Action, Form 242	EFFECTIVE DATE
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CDFW DIVISION/BRANCH/REGION/OFFICE Bay Delta Region (Region 3)	POSITION NUMBER (Agency-Unit-Class-Serial)
UNIT NAME AND LOCATION Habitat Conservation Program – Fairfield	CLASS TITLE Environmental Scientist
INCUMBENT VACANT	CURRENT POSITION NUMBER (Agency-Unit-Class-Serial) 565-331-0762-049
BRIEFLY DESCRIBE THE POSITION'S ORGANIZATION SETTING AND MAJOR FUNCTIONS Under close supervision of a Senior Environmental Scientist (Supervisory), this position will involve working with applicants, state and federal agencies, local governments, various stakeholders and members of the general public regarding projects occurring in Contra Costa County. Duties will include preparation of Lake and Streambed Alteration (LSA) Agreements, California Endangered Species Act (CESA) permitting, California Environmental Quality Act (CEQA) document review, and other conservation planning activities.	

PERCENTAGE OF TIME PERFORMING DUTIES	INDICATE THE DUTIES AND RESPONSIBILITIES ASSIGNED TO THE POSITION AND THE PERCENTAGE OF TIME SPENT ON EACH. GROUP RELATED TASKS UNDER THE SAME PERCENTAGE WITH THE HIGHEST PERCENTAGE FIRST. (USE THE REVERSE SIDE IF NECESSARY.)
45%	<p><u>ESSENTIAL FUNCTIONS:</u></p> <p>Answer questions regarding LSA requirements and the LSA notification process, CESA requirements and permit application process, and CEQA requirements used for issuance of LSA and CESA permits for projects. Analyze and evaluate LSA and CESA permit applications for technical completeness. Interpret engineering plans. Conduct site visits to evaluate and assess on-site impacts and develop appropriate mitigation measures for those impacts related to LSA and CESA permits. Coordinate with other permitting agencies and California Department of Fish and Wildlife (CDFW) staff to determine and develop appropriate measures for LSA and CESA permits to assure no conflicts exist with the Department's proposed mitigation measures. Prepare LSA and CESA permits, as well as the appropriate CEQA documentation for supervisor review. Monitor LSA and CESA permit compliance and effectiveness. Prepare CEQA documentation when necessary (Initial Studies, Negative Declarations, Environmental Impact Reports, Notices of Preparation, Notices of Determination, Categorical Exemptions).</p>
45%	<p>Review, track, edit, and prepare draft written comments on CEQA documents received by CDFW for the Bay Delta Region. Participate with other agencies and stakeholders in the development and implementation of conservation strategies and mitigation measures for fish and wildlife issues. Participate and represent the Department in meetings related to project development, General Plans, and other land use issues.</p> <p><u>NON-ESSENTIAL FUNCTIONS:</u></p>
10%	<p>Perform administrative tasks, including tracking of time worked. Attend career development and training programs and seminars as appropriate to contribute to the achievement of the Bay Delta Region's goals and objectives.</p>

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	<p><u>KNOWLEDGE AND ABILITIES:</u></p> <p>Knowledge of: Basic principles of land, water, fish, wildlife, and other natural resources research; basic field survey methodologies for plant, fish and/or wildlife; principles of ecology; soil and irrigation sciences, resource management, hydrology, geology, and waste prevention; statistical methods; land-use practices with reference to their general effect on human health, natural resources, agricultural productivity, and the environment; effects of hazardous and non-hazardous waste material and their interactions on the environment; chemical reactions; California and Federal environmental laws, rules, regulations, and requirements; basic toxicology, hydrology, geology, and principles of risk assessment and risk management; concepts employed in a variety of disciplines including environmental planning, economics, and resource management; geolocation and geo-referencing software applications, resource conservation program impacts and implementation strategies; and recycling issues.</p> <p>Ability to: Apply or modify scientific methods and principles; collect environmental data; analyze and evaluate data and reach sound conclusions; review, check, and interpret scientific and environmental reports; analyze situations and take appropriate actions; establish and maintain cooperative relations with all persons contacted; communicate effectively; prepare clear, complete, and technically accurate reports; apply laws, rules, regulations, policies, and requirements of California and Federal environmental protection and resource management programs; assess the impact of proposed State and Federal environmental legislation and regulations; understand principles of risk assessment and risk management; work with professionals from a variety of disciplines within and outside of State government; and review and understand technical research reports on emerging public health and environmental issues.</p> <p><u>DESIRABLE QUALIFICATIONS:</u></p> <p>Special Personal Characteristics: Demonstrated ability to act and work independently and in a group setting; working knowledge of various federal and state permitting processes related to the LSA requirements and the CESA.</p> <p>Ability to: Research, evaluate, or develop: projects, avoidance, minimization and mitigation measures, mitigation criteria, procedures, guidelines, reference materials, planning and regulatory documents, and other innovative solutions for critical and/or sensitive environmental management problems; environmental conservation. Ability to use a telephone and computer keyboard several hours a day. Ability to complete field work as needed to evaluate proposed sites for the necessary permits, adequate mitigation, effectiveness of mitigation, and permit compliance.</p> <p>Interpersonal Skills: Ability to work in and communicate with an interagency team to develop environmental permit applications and associated environmental documents to support the application process. Possesses good communication skills in both written and oral formats to inspire confidence and effective working relationships with applicants, managers, and leaders in government and industry.</p> <p><u>WORKING CONDITIONS:</u></p> <p>Involves sitting most of the time but may involve walking or standing for brief periods. Ability to walk over rough terrain, swim 100 feet or greater, and wade in stream channels. Attend meetings and hearings, and work with staff to complete work assignments in various locations. Occasional travel may be required. Must be able to operate a motor vehicle and be prepared to travel using a state vehicle.</p>

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SUPERVISOR'S STATEMENT: I HAVE DISCUSSED THE DUTIES OF THE POSITION WITH THE EMPLOYEE.		
PRINT SUPERVISOR'S NAME Michelle Battaglia, Senior Environmental Scientist (Supervisory)	SUPERVISOR'S SIGNATURE	DATE
EMPLOYEE'S STATEMENT: I HAVE DISCUSSED WITH MY SUPERVISOR THE DUTIES OF THE POSITION AND HAVE RECEIVED A COPY OF THE DUTY STATEMENT. I HAVE READ AND UNDERSTAND THE DUTIES AND ESSENTIAL FUNCTIONS OF THE POSITION AND CAN PERFORM THESE DUTIES WITH OR WITHOUT REASONABLE ACCOMMODATION.		
PRINT EMPLOYEE'S NAME VACANT, Environmental Scientist	EMPLOYEE'S SIGNATURE	DATE